



Job Location: 400 Deaderick St, Nashville TN 37243

Commissioner's Designee Unit Legal Assistant

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Commissioner's Designee Unit is responsible for responding to Petitions for Appeal of Initial Orders and Petitions for Reconsideration of the Final Order for the Appeals and Hearings Division of the Department of Human Services. The response to the petition may consist of either a document generated by the Commissioner's Designee staff, or the appeal could be remanded to the Hearing Officer for further consideration, or the appeal can be remanded to be scheduled for another hearing. The Commissioner's Designee Unit also oversees the review of timeliness and fair hearability for both Family Assistance and Non-Family Assistance appeals.

Position Responsibilities:

- Review petition requests and prepare petition files for the Commissioner's Designee Attorney's review.
- Review appeal requests to determine timeliness and fair hearability.
- Process and classify documents received in appeals and resolve tasks in the Appeal Resolution Tracking System.
- Track petition requests and responses using Excel.
- Assist managing attorney in report preparation and entry of report data.
- Professional and effective customer service within the unit, Division, Department and customers served by the State of Tennessee.
- Timely and satisfactory completion of special projects such as archiving files, scanning documents in ARTS, preparing official records for Chancery Court cases.
- Research case information where applicable and appropriate.

Position Requirements:

- Education equivalent to two years attendance at an accredited college, university, or professional school.
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Competencies:

- Priority Setting
- Time management
- Timely decision making
- Perseverance
- Peer relationships
- Integrity and trust
- Technical learning
- Informing

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by December 16, 2018. All email submissions must include in the subject line: CD Legal Assistant
- **Target Salary: \$38, 400 - \$43, 200.** The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.